



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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MEMORANDUM NO. 2016-067

TO: School District Superintendents
Business Managers
WDE103 & WDE401 Data Stewards

FROM: Dianne Bailey, Chief Operations Officer

DATE: April 18, 2016

SUBJECT: WDE103 & WDE401 Training and Information

TRAINING FOR ANNUAL WDE103 & WDE401 COLLECTIONS

The Wyoming Department of Education (WDE) is holding a training session to address two data collections: The WDE103 (The Reimbursable Pupil Transportation Expenditures collection), and the WDE401 (The Reimbursable Pupil Special Education Expenditures collection). Windows for both collections open on July 1, 2016, and are due by August 12, 2016.

The training session will be conducted via WebEx on Thursday, May 12, 2016 from 9 a.m. to 11 a.m. at: <https://meetings.webex.com/collabs/#/meetings/detail?uuid=M5AKJT44JUOUVC37X8FYN48Q34-4O2&rnd=175000.82911>

Both collections are submitted through the WDE's Data Collection Suite (DCS), which can be accessed at: <https://portals.edu.wyoming.gov/DCS/support.aspx>. Each school district has unique and secure log-in credentials.

The current data elements and guidebooks for each collection are available on the DCS Forms Inventory page at: edu.wyoming.gov/data/dcs/.

For more information, please contact Trystin Green, School Foundation Consultant, at 307-777-6206 or trystin.green@wyo.gov.